STELLENT™

Content Server

Version 7.5

Related Content Component

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Chapter

1

INTRODUCTION

This section covers the following topics:

- About the Related Content Component (page 1-1)
- About This Guide (page 1-2)
- Support (page 1-3)

ABOUT THE RELATED CONTENT COMPONENT

The Related Content component is a supported extra to Stellent Content Server that enables you to create links between individual content items. This may be useful when content items are related and need to be considered together, for example:

- A native file (for example, in Word) has several different renditions such as a PDF or thumbnail image, each of which is checked into the content server as a separate content item.
- A native file (for example, in Word) contains a number of embedded images, each of which is checked into the content server as a separate content item.
- A native file (for example, in Word) contains a number of links to other native files (for example, in Word), each of which is checked into the content server as a separate content item.

The Related Content component enables you to link all these related files to each other, so they can be considered as a group.

ABOUT THIS GUIDE

This guide is intended for Stellent Content Server administrators and users of the Related Content component, which is a supported extra for Stellent Content Server. The component can be downloaded from Stellent's support website at http://support.stellent.com.

Conventions

The following conventions are used throughout this guide:

- The notation *[Install_Dir]/* is used to refer to the location on your system where the content server instance is installed.
- Forward slashes (/) are used to separate the directory levels in a path name. A forward slash will always appear after the end of a directory name.
- Notes, technical tips, important notices, and cautions use these conventions:

Symbols	Description
	This is a note. It is used to bring special attention to information.
	This is a technical tip. It is used to identify information that can be used to make your tasks easier.
	This is an important notice. It is used to identify a required step or required information.
	This is a caution. It is used to identify information that might cause loss of data or serious system problems.

SUPPORT

The Stellent family of products is backed by a full range of support options to meet every business need. The following support options are available:

- **Support programs—**See the support site for detailed information: http://support.stellent.com.
- **Support contact information**—For a list of phone, fax, e-mail, and web ticket contact information, see http://www.stellent.com/support/contact.
- **Internet website**—The support website can be found at http://support.stellent.com.
- **Online technical newsgroup**—This user-supported newsgroup can be found at http://groups.yahoo.com/group/intradoc_users.
- **Before contacting support—**Refer to the *Content Server Troubleshooting Guide* for detailed information.

The service philosophy is to keep your Stellent environment fully operational by providing the best information and solutions available. The Stellent product support team consists of highly trained product engineers who excel at resolving complex technical issues. Every customer inquiry is tracked and managed through automated systems.

Important: The support options that are available for specific systems may vary, depending on the applicable service and maintenance agreements. Please refer to your contract for the support details for your Stellent system.

Chapter

2

INSTALLING THE RELATED CONTENT COMPONENT

This section covers the following topics:

- Installation Requirements and Considerations (page 2-1)
- Installing the Software (page 2-2)
- Checking the Installation (page 2-3)

INSTALLATION REQUIREMENTS AND CONSIDERATIONS

This section lists the software requirements and other considerations that apply to the Related Content component:

- Stellent Content Server 7.5 or higher must be installed and functioning properly.
- The Related Content component cannot coexist with the RmaLinks component, which is included in the 7.*x* releases of Stellent Records Manager and Stellent Retention Manager. You can install the Related Content component on systems running Records/Retention Manager 7.*x*, but the content server will not start. The server log file will provide error details. You need to disable the RmaLinks component before the content server can start. Records Manager or Retention Manager will then automatically use the new Related Content component.

INSTALLING THE SOFTWARE

To install the Related Content component, complete the following steps:

1. Make sure the Stellent Content Server software is installed and functioning properly.
2. Log into the content server as an administrator.
3. Go to the Administration page of the content server, and click **Admin Server**.

   The Administration for Servers page is displayed.
4. Click on the button for the content server instance that you want to install the component on.

   The options and status page of the selected content server instance is displayed.
5. Click **Component Manager** in the menu on the left.

   The Component Manager page is displayed.
6. Click **Browse** next to the Install New Component field.

   A file selection dialog is displayed.
7. Browse to the component file (typically called *RelatedContent.zip*), select it, and close the file selection dialog.
8. Click **Install**.

   A page is displayed listing what will be installed.
9. Click **Continue**.

   All required files are now installed. After this process is completed, a page is displayed stating that the component was uploaded and installed successfully. You can then enable the component and restart the content server or return to the Component Manager page.

Note: The component files are all located in *[Install_Dir]/custom/RelatedContent* on the content server.

Important: You ***must*** enable the component and restart the content server for the component to work correctly.

CHECKING THE INSTALLATION

To check whether the Related Content component was installed correctly, complete the following steps:

1. Open a new browser window.
2. Log into the content server as an administrator.
3. Go to the Administration page.
4. Check that this page now includes an option called “Related Content Types.” If it does, the component files were installed correctly.

Note: If you are using the Trays layout, the Administration tray will also include a Related Content Types option. If you installed the component on a system running Records Manager or Retention Manager, this option will be located under Records Administration or Retention Administration, respectively.

Chapter

3

MANAGING RELATED CONTENT TYPES

This section covers the following topics:

Concepts

- About Links and Related Content (page 3-2)
- Link Classes (page 3-2)
- Predefined Related Content Types (page 3-7)
- Related Content Types Page (page 3-14)

Tasks

- Add/Edit Related Content Type Page (page 3-16)
- Adding a New Related Content Type (page 3-20)
- Editing an Existing Related Content Type (page 3-21)
- Deleting a Custom Related Content Type (page 3-21)

Examples

- Example: Enclosure Related Content Types (page 3-22)

About Links and Related Content

Content links establish a type of relationship between individual content items in the content server. Links between related content are based on related content types, which are in turn derived from one of four available link classes (see page 3-2). A number of predefined related content types are provided (see page 3-7), but you can also add custom types (see page 3-20) to suit the need of your specific content management environment.

Note: You need to be a content server administrator to be able to add, edit, or delete related content types.

Link Classes

Each defined related content type is based on a class definition of the link relationship. There are four available link classes:

- Peer-to-Peer class (page 3-2)
- Chained List class (page 3-4)
- Parent-Child class (page 3-5)
- Cross-Reference class (page 3-6)

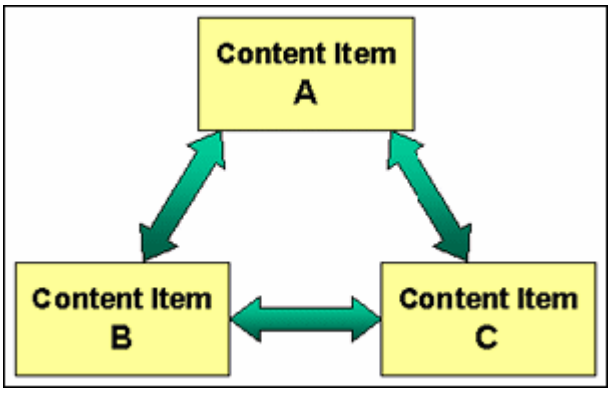
Peer-to-Peer Class

The Peer-to-Peer link class represents a relationship between content items where none of the linked items is more important than the others—in other words, there is no "master" or "parent" content item at a hierarchically higher level. A typical example would be various renditions of a document (for example, Word, PDF, or thumbnail image).

The link relationship is a many-to-many (m:n) relationship between peer content items—in other words, many content items (m) can have many links to other content items (n).

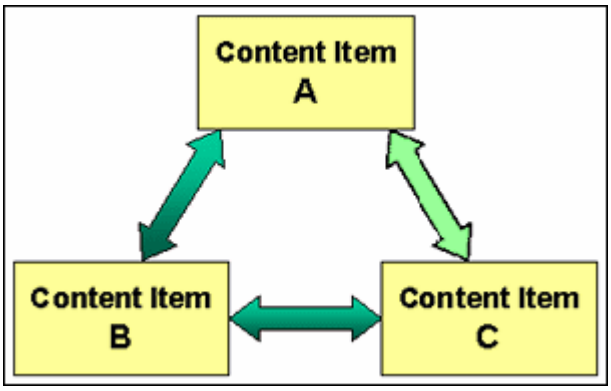
Figure 3-1 shows an example of peer-to-peer links, where three content items at the same hierarchical level are all linked together.

Figure 3-1 Peer-to-Peer link class



Content items can also be linked "by association." This means that there is an indirect link between two items since both these items share a link with a third item. Consider, for example, Figure 3-2, where content item A is linked to content item B, and content item B is linked to content item C. Since content item B is linked to both content items A and C, content item C is indirectly linked to content item A (it is linked "by association").

Figure 3-2 Peer-to-peer linking by association



This also applies to groups of linked content items. Say, there are two separate groups of three interconnected items: A, B, and C on the one hand, and D, E, and F on the other. If you create a peer-to-peer link between item C (in one group) and item D (in the other group), then all items in both groups are linked to each other by association. This effectively results in one group of six content items that are all interconnected.

The Related Content component comes with a predefined related content type based on the Peer-to-Peer link class: the Renditions related content type (see page 3-7).

Chained List Class

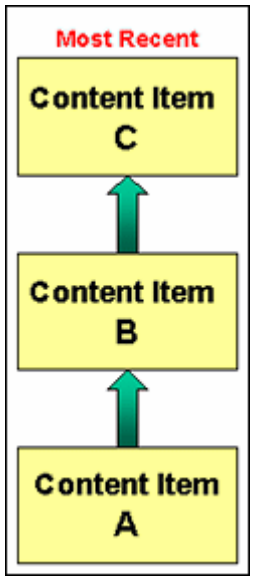
The Chained List link class represents a relationship between content items where the individual items are interconnected in series, thus creating a hierarchical “chain” of linked content items. An example would be a sequence of magazine issues, where you start out with the first issue, link the second issue, link the third issue, and so on. Older issues are typically superseded by newer issues.

The link relationship is a one-to-many (1:m) relationship between the superseding content item and its superseded items—in other words, there can be one (1) content item that has superseded many (m) content items.

The Chained List class is comparable to the revisions concept within Stellent Content Server, but operates at a different level. Chained lists span multiple content items, whereas revision lists are for individual content items only.

Figure 3-3 shows an example of chained list links, where content item A was superseded by content item B, which, in turn, was superseded by content item C. Content item C is the most recent content item.

Figure 3-3 Chained List link class



You generally apply a chained list link to the item at the highest level in the list (the one that is not yet superseded by any other item), but you do not need to. If you wanted to create a chained list link to content item C in the above example, you would normally apply it to content item C, but you could choose to apply it to content item B or A instead.

The hierarchical chain will remain intact, with the new content item D at the top of the chained list.

You cannot create chained list links to items that are already in other chained lists. Consider, for example, a chained list with items A, B, and C, and another chained list with items D, E, and F. It is not possible to create a chained list link between items C and D, since they are both already in different chained lists.

Note: You can only create chained list links to a single item at a time.

The Related Content component comes with a predefined related content type based on the Chained List link class: the Supersedes related content type (see page 3-8).

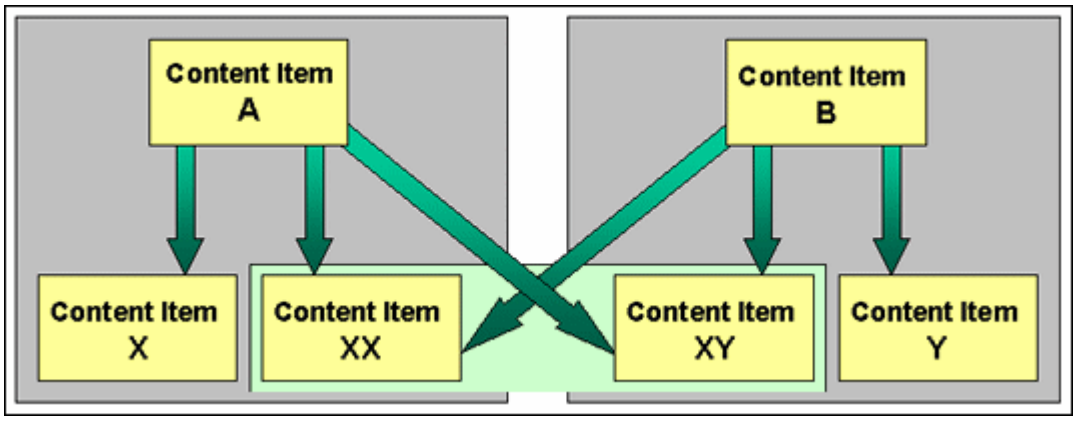
Parent-Child Class

The Parent-Child class represents a relationship between content items where there is one "main" content item (the parent) which has a number of linked, subordinate content items (the children). Typical examples would be documents that contain embedded images, or web files with placeholders to external images, sound files, or video clips. The parent content item then links to the embedded or external supporting files (children), each of which is checked into the content server as a separate content item.

The link relationship is a one-to-many (1:m) parent-child relationship between one "main" content item and its subordinate content items—in other words, there can be one (1) parent content item that has many (m) supporting content items. Even though there can only be one parent content item in this relationship, child content items can belong to multiple parents and reside in other sets of supporting content links. A child content item can be the supporting content of many parents, but only one parent content item can be supported by child content items within the same parent-child relationship.

Figure 3-4 shows an example of two parent-child content relationships, where content items A and B are the parent content items. Content item A has child content items X, XX, and XY. Content item B has child content items XX, XY, and Y. Child content items XX and XY have multiple parents (in different parent-child relationships): content items A and B.

Figure 3-4 Parent-Child link class



The Related Content component comes with a predefined related content type based on the Parent-Child link class: the Supporting Content related content type (see page 3-10).

Cross-Reference Class

The Cross-Reference class represents a link relationship where a content item points to one or more other content items. The link can be either unidirectional (pointing in one direction) or bidirectional (pointing in both directions, or reciprocal). A typical example would be a document that contains a reference to another document, where these documents are linked together.

Bidirectional (Two-Way) Links

Figure 3-5 shows an example of a cross-reference link where content item A has a bidirectional (two-way, or reciprocal) link to content item B. This means that content item A links to content item B, and vice versa.

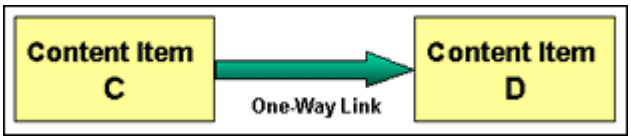
Figure 3-5 Cross-reference link class (bidirectional)

When unlinking a content item, you may choose to remove the link both ways (that is, completely) or just one way. If you choose the latter, the link turns into a unidirectional (one-way) link.

Unidirectional (One-Way) Links

Figure 3-6 shows an example of a cross-reference link where content item C has a unidirectional (one-way) link to content item D. This means that content item C links to content item D, but content item D does not link to content item C.

Figure 3-6 Cross-reference link class (unidirectional)



Important: You *must* remove a link between two cross-referenced content items (both bidirectional and unidirectional) from the originating (source) item. You cannot remove the link from the cross-referenced (target) item.

The Related Content component comes with a predefined related content type based on the Cross-Reference link class: the Cross-References related content type (see page 3-12).

PREDEFINED RELATED CONTENT TYPES

When creating links between content items, you choose a related content type, which defines the nature of the link. The following predefined related content types are available:

- **Renditions** (page 3-7), based on the Peer-to-Peer link class (page 3-2)
- **Supersedes** (page 3-8), based on the Chained List link class (page 3-4)
- **Supporting Content** (page 3-10), based on the Parent-Child link class (page 3-5)
- **Cross-References** (page 3-12), based on the Cross-Reference link class (page 3-6)

You can also define your own related content types (see page 3-20) on the Related Content Types page (see page 3-14).

Renditions Related Content Type

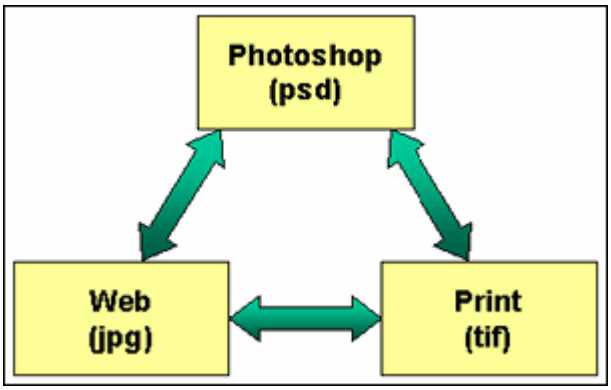
The predefined Renditions relationship is based on the Peer-to-Peer link class (page 3-2). It is typically used to indicate same-level relationships between content items—in other words, none of the linked items is at a hierarchically different level (as opposed to the Supporting Content related content type, see page 3-10). When used in the sense of this related content type, a ‘rendition’ typically refers to some other version of the same

content item. For example, a native content item created in Adobe Photoshop could be linked to various generated versions of the same file that are used for different purposes (print vs. web, high vs. low resolution, different graphics formats, etc.).

The Renditions related content type involves a many-to-many (m:n) link relationship between peer content items—in other words, many content items (m) can have many links to other content items (n).

Figure 3-7 shows an example of a Renditions relationship, where a native Photoshop file (psd) is linked to two other renditions of that same file: a web version (jpg) and a print version (tif). Each of these items is checked into the content server as a separate item.

Figure 3-7 Renditions relationship



Content items can be linked to other items "by association." In the above example, if the native Photoshop file (psd) is linked to both the web rendition (jpg) and the print rendition (tif), then the print rendition and web rendition are automatically also linked to each other, even if no rendition link was specifically established between the two. This is because they both share the link with the Photoshop file.

To step through an example of creating a Renditions relationship between content items, see Example: Creating a Renditions Link (page 4-11).

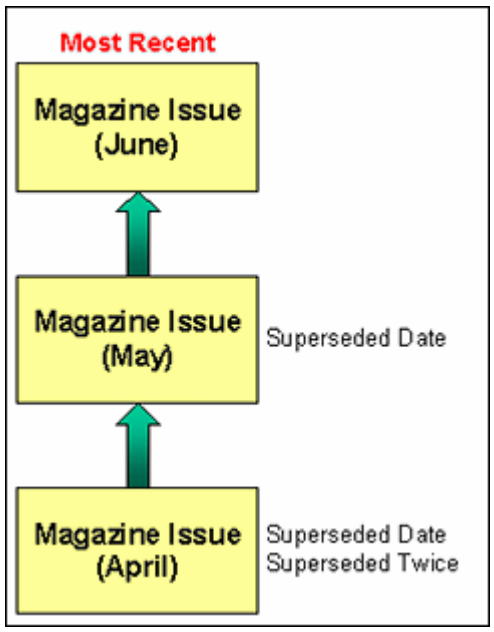
Supersedes Related Content Type

The predefined Supersedes relationship is based on the Chained List link class (page 3-2). It enables you to create a hierarchical chain of content items, where each item in the list is superseded by another item. The item at the top of the hierarchical list is currently not superseded by any other item.

You can use this related content type, for example, to create a chain of chronological monthly magazine issues, where each issue is “superseded” by the latest one as it is published. This type of relationship does not necessarily invalidate the superseded items. Each of the superseded magazine issues remains searchable as they are separate content items (as opposed to revisions of the same content item, where only the latest one is included in the search index).

Figure 3-8 shows an example of a Supersedes relationship, where the magazine issue for the month of April is superseded by the May issue, which in turn is superseded by the June issue. This issue is the most recent issue and is therefore at the top of the hierarchical chain.

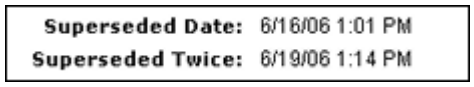
Figure 3-8 Supersedes relationship



Note: You can supersede a content item by one other content item only.

All superseded items in the hierarchical list, except the one at the top, have a **superseded date**—that is, the date and time that it was immediately superseded by another item. An item may also have a **superseded twice** date, depending on its position in the hierarchical list. This is the date and time that the item was superseded for a second time—that is, the item that superseded the original item is now superseded itself. Both dates, if applicable, are shown on the content information page (see page 4-2):

Figure 3-9 Superseded dates



In the example above, the April magazine issue would have values for both the Superseded Date and Superseded Twice fields on its content information page, and the May issue only for the Superseded Date field. The content information page for the June issue would not show a value for either date, since it is at the top of the hierarchical list and has not (yet) been superseded by any other item.

Tech Tip: The superseded date and superseded twice date are tracked only for the predefined Supersedes related content type. If you create your own related content type based on the Chained List class, no superseded and superseded twice dates are logged.

To step through an example of creating a Supersedes relationship between content items, see Example: Creating a Supersedes Link (page 4-12).

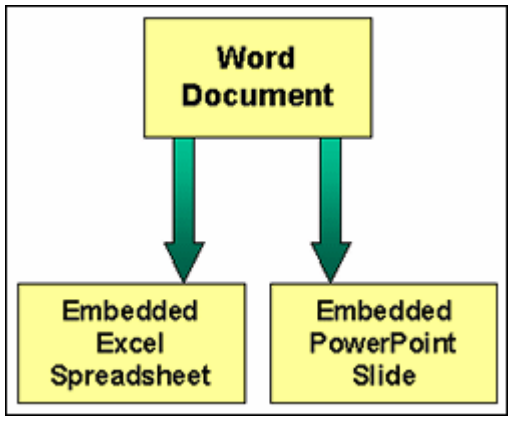
Supporting Content Related Content Type

The predefined Supporting Content relationship is based on the Parent-Child link class (page 3-5). There is one “main” content item (the parent) which has a number of subordinate, supporting content items (the children). This type of relationship can create a single-parent, multiple-children hierarchy between content items.

You can use this related content type, for example, for content items that contain embedded objects that are checked in as separate items. This related content type is also convenient for linking portions of website content, such as an HTML document with placeholders to images, sound files, or video clips.

Figure 3-10 shows an example of a Supporting Content relationship, where a Word document (the parent) contains two embedded objects (the children): an Excel spreadsheet and a PowerPoint slide. Each of these items is checked into the content server as a separate item.

Figure 3-10 Supporting Content relationship

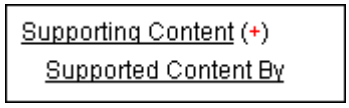


A parent content item can have multiple child content items in the same supporting content relationship, but a child item can have only one parent in the same relationship. Supporting child content items can have multiple parent items that they support, but these are separate supporting content relationships. For example, a single document might contain multiple images, each of which may also be a child to other parent documents (in different relationships).

Note: You can link multiple content items as children to a parent item at the same time. You do not need to establish this relationship one child item at a time.

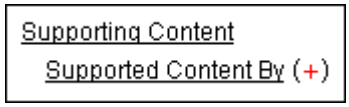
The content information page (see page 4-2) for the parent item in a supporting content link relationship (the Word document in the example) shows that it has supporting child content items:

Figure 3-11 Supporting content link on content information page of parent item



The content information pages (see page 4-2) for the child items in a supporting content link relationship (the Excel spreadsheet and PowerPoint slide in the example) show that they are supporting a parent content item:

Figure 3-12 Supporting content link on content information pages of child item(s)



To step through an example of creating a Supporting Content relationship between content items, see Example: Creating a Supporting Content Link (page 4-18).

Cross-References Related Content Type

The predefined Cross-References relationship is based on the cross-reference link class (page 3-6). It is essentially a pointer from one content item to another. This type of relationship can be created between two content items that reference each other. The link can be unidirectional (i.e., going one way only) or bidirectional (or reciprocal; i.e., going both ways).

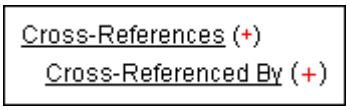
Bidirectional (Reciprocal) Links

In Figure 3-13, Word document A is linked to Word document B and vice versa. When you create a reciprocal link from Word document A to Word document B, a cross-reference link is automatically created from Word document B to Word document A.

Figure 3-13 Cross-references link (bidirectional or reciprocal)

The content information pages (see page 4-2) for both items in a bidirectional cross-reference link show that they are both cross-referencing and being cross-referenced by the other item:

Figure 3-14 Bidirectional cross-reference links on content information pages



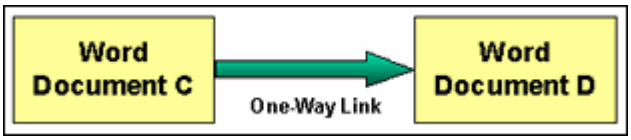
When unlinking Word document A from B, you may choose to remove the link both ways (that is, completely) or just one way. If you choose the latter, the link turns into a unidirectional (one-way) link.

To step through an example of creating a bidirectional (reciprocal) cross-reference relationship between content items, see Example: Creating a Reciprocal Cross-Reference Link (page 4-16).

Unidirectional Links

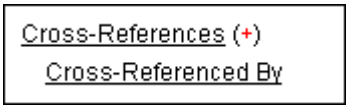
In Figure 3-15, Word document C is linked to Word document D. The content information page of Word document C shows a cross-reference link to Word document D, and the content information page of Word document D indicates it is being cross-referenced by Word document C.

Figure 3-15 Cross-references link (unidirectional)



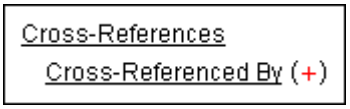
The content information page (see page 4-2) for the source item in a unidirectional cross-reference link (Word document C in the example) shows that it is cross-referencing the other item:

Figure 3-16 Unidirectional cross-reference link on content information pages of source item



The content information page (see page 4-2) for the target item in a unidirectional cross-reference link (Word document D in the example) shows that it is being cross-referenced the other item:

Figure 3-17 Unidirectional cross-reference link on content information pages of target item



Important: You *must* remove a link between two cross-referenced content items (both bidirectional and unidirectional) from the originating (source) item. You cannot remove the link from the cross-referenced (target) item.

To step through an example of creating a unidirectional cross-reference relationship between content items, see Example: Creating a One-Way Cross-Reference Link (page 4-13).

RELATED CONTENT TYPES PAGE

Use this page to view the existing types of relationships between content items, and to add a custom related content type based on one of the available link classes (see page 3-2).

To access the Related Content Types page, complete the following steps:

1. Log into the content server as an administrator.
2. Go to the Administration page of the content server, and click **Related Content Types**.

   The Related Content Types page is displayed.

Figure 3-18 Related Content Types page

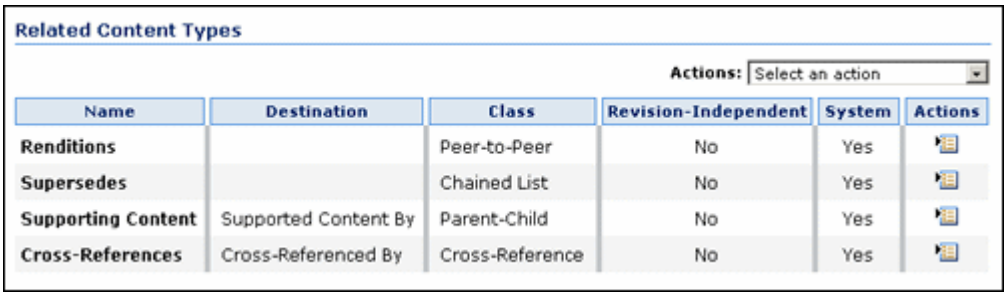


Table 3-1 describes the various features on this page.

Table 3-1 Related Content Types page features

Feature	Description
Name column	This column displays the name of the defined related content type.
Destination column	This column displays the destination of the defined related content type, which is generally a description of the type of linked content item that the source item is pointing to. Destination descriptions are not supported for related content types based on the Peer-to-Peer or Chained List link classes (see page 3-2), so this column is always empty for these related content types.

Feature	Description
Class column	This column displays the link class (see page 3-2) that the defined related content type is based on. There are four available link classes: ❖ Peer-to-Peer (see page 3-2) ❖ Chained List (see page 3-4) ❖ Parent-Child (see page 3-5) ❖ Cross-Reference (see page 3-6)
Revision-Independent column	This column indicates whether links created using the related content type are retained when new revisions of the linked content items are checked in. ❖ **Yes**—Links apply to the current revisions of linked content items as well as all new revisions. The links remain valid whenever new revisions of linked content items are checked into the content server. ❖ **No**—Links apply to the current revisions of linked content items only. The links are broken if new revisions of linked content items are checked into the content server. **Note:** The default setting is 'Yes'. However, if you are upgrading from the RmaLinks component, it is set to 'No.'
System column	This column indicates whether the related content type is one of the predefined types (see page 3-7) or whether it is a custom related content type. ❖ **Yes**—The related content type is predefined (built-in). This type of related content type cannot be deleted. ❖ **No**—The related content type is user-defined. This type of related content type can be deleted.

Feature	Description
Actions column	This column contains an actions icon (). If you click on this icon, a popup menu appears with the available options for the related content type. Depending on the related content type, these may include: ❖ **Edit**—Choose this option to edit the related content type (see page 3-21). ❖ **Delete**—Choose this option to delete the related content type (see page 3-21). **Note:** Predefined related content types (with System = "Yes") cannot be deleted, and the Delete option is therefore not available for these link types.
Action dropdown menu	You can use this dropdown menu to add a new custom link type (see page 3-20).

ADD/EDIT RELATED CONTENT TYPE PAGE

Use these pages to add your own custom link type based on one of the available link classes (see page 3-2), or edit an existing content link type.

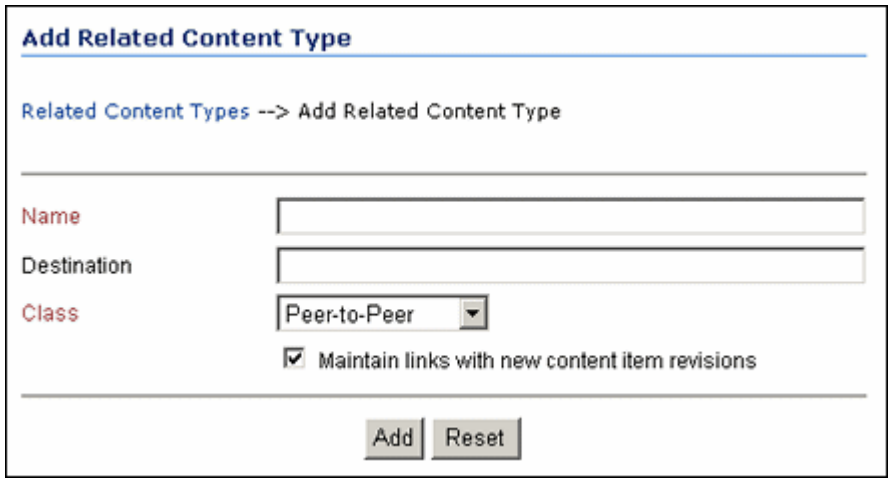
Add Related Content Type Page

To access the Add Related Content Type page, complete the following steps:

1. Log into the content server as an administrator.
2. Go to the Administration page of the content server, and click **Related Content Types**.

   The Related Content Types page is displayed (see page 3-16).
3. In the **Actions** dropdown menu, click **Add Related Content Type**.

Figure 3-19 Add Related Content Type page



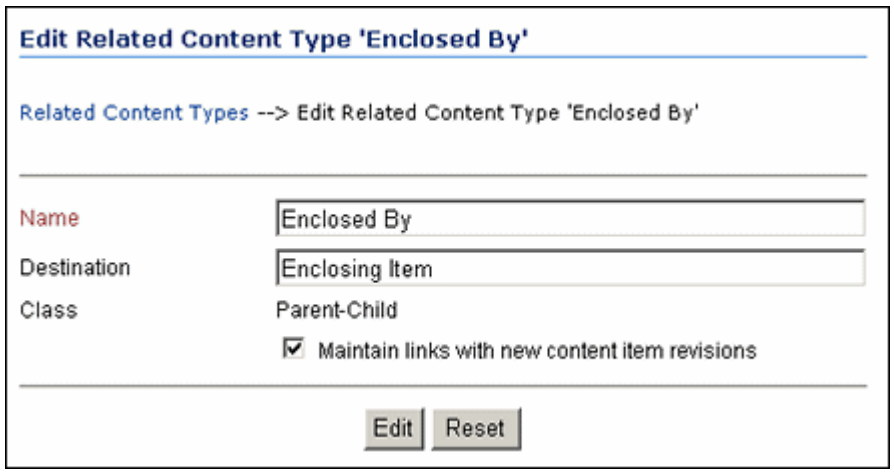
Edit Related Content Type Page

To access the Edit Related Content Type page, complete the following steps:

1. Log into the content server as an administrator.
2. Go to the Administration page of the content server, and click **Related Content Types**.

   The Related Content Types page is displayed (see page 3-16).
3. Locate the related content type that you want to modify, and click **Edit** in its actions icon popup menu ( ).

Figure 3-20 Edit Related Content Type page



Page Features

Table 3-2 describes the various features on the Add Related Content Type and Edit Related Content Type pages.

Table 3-2 Add/Edit Related Content Type page features

Feature	Description
Name field	Specify the name of your custom related content type. ❖ Required. ❖ Maximum number of characters: 50. For predefined related content types (see page 3-7), this field is view-only on the Edit Related Content Type page.
Destination field	This field is available only for related content types based on the Parent-Child or Cross-Reference link class. If you want, you can specify a description of the destination of the custom related content type, typically the type of linked content item that the source item is pointing to (for example, “Cross-Referenced By” or “Enclosed Item”). The destination is included on the Related Content Types page (page 3-16), and an associated link is available on the content information page of an item. ❖ Optional. ❖ Maximum number of characters: 50. The availability of this field on the Edit Related Content Type page depends on the related content type: • It is not displayed at all for all related content types based on the Peer-to-Peer and Chained List link classes. • It is displayed but view-only for the predefined Supporting Content and Cross-References related content types. • It is displayed and editable for all custom related content types based on the Parent-Child or Cross-Reference link class.

Feature	Description
Class dropdown list	Select the link class that the related content type should be based on. The available link classes are: ❖ Peer-to-Peer (default) (see page 3-2) ❖ Chained List (see page 3-4) ❖ Parent-Child (see page 3-5) ❖ Cross-Reference (see page 3-6) This field is view-only on the Edit Related Content Type page—in other words, you cannot modify the class of a related content type, once set.
"Maintain links with new content item revisions" check box	Select this check box if you want links created using the related content type to be retained whenever new revisions of the linked content items are checked in. If you clear the check box, links apply to the current revisions of linked content items only, and they are broken if new content item revisions are checked in. **Caution:** It is recommended that you do not change this setting for a related content type, once set. **Tech Tip:** If you select this check box, links are established against the dDocName metadata attribute (the revision-independent content ID) of content items rather than their dID (the internal, revision-specific identifier).
Add button *(Add Related Content Type page)*	If you click this button, the new related content type is added to the Related Content Types page (see page 3-14). The new type is also available to authorized content item users in the Links area of the content information pages and the actions popup menu ( ) on the search results pages.
Submit Update button *(Edit Related Content Type page)*	If you click this button, the properties of the related content type are updated on the Related Content Types page (see page 3-14).

Feature	Description
Reset button	If you click this button, any changes that you made to the related content type are cancelled, and the fields revert to their original values (before you made the changes).

ADDING A NEW RELATED CONTENT TYPE

Use this procedure to create a new related content type. To add a related content type, complete the following steps:

1. Log into the content server as an administrator.
2. Go to the Administration page of the content server, and click **Related Content Types**.

   The Related Content Types page is displayed (see page 3-14).
3. In the **Actions** dropdown menu, click **Add Related Content Type**.

   The Add Related Content Type page is displayed (see page 3-16).
4. (Required) Enter a name for the related content type in the **Name** box.
5. (Required) In the **Class** dropdown list, select the class that the new related content type should be based on. For more information, see Link Classes (page 3-2).
6. (Optional) Enter a description of the content relationship target in the **Destination** box (only available for link types based on the Parent-Child or Cross-Reference link class).
7. (Optional) Select the **Maintain links with new content item revisions** check box if you want links created using the related content type to be retained whenever new revisions of the linked content items are checked in. If you clear the check box, links apply to the current revisions of linked content items only, and they are broken if new content item revisions are checked in.
8. Click **Add**.

   The new link type is added to the Related Content Types page (page 3-16).

EDITING AN EXISTING RELATED CONTENT TYPE

Use this procedure to edit the properties of an existing related content type. To edit a related content type, complete the following steps:

1. Log into the content server as an administrator.
2. Go to the Administration page of the content server, and click **Related Content Types**.

   The Related Content Types page is displayed (see page 3-14).
3. Locate the related content type that you want to modify, and click **Edit** in its actions icon popup menu ( ).

   The Edit Related Content Type page is displayed (see page 3-16).
4. Modify the properties of the related content type as required.
   Please note the following:
   - You cannot modify the class of the related content type.
   - You cannot modify the name of a predefined content link type (see page 3-7).
   - You cannot modify the destination of the predefined Supporting Content and Cross-References related content types.
   - You cannot modify the **Maintain links with new content item revisions** check box of the predefined Supersedes related content type if links of this type have already been created between content items.
5. Click **Edit**.

   The related content type is updated on the Related Content Types page (see page 3-14).

DELETING A CUSTOM RELATED CONTENT TYPE

Use this procedure to delete a custom related content type. You cannot delete any of the built-in related content types (see page 3-7). If a custom related content type is in use, you cannot delete it until you remove it from use (see Unlinking Content Items on page 4-10 for further details). When you delete a custom related content type, this deletes its type definition, but does not delete any of the associated content items.

To delete a custom related content type, complete the following steps:

1. Log into the content server as an administrator.
2. Go to the Administration page of the content server, and click **Related Content Types**.

   The Related Content Types page is displayed (see page 3-14).
3. Locate the related content type you want to delete, and click **Delete** in its actions icon popup menu ( ).

   You are prompted to confirm the action.
4. Click **OK**.

   The related content type is no longer displayed on the Related Content Types page (see page 3-14).

EXAMPLE: ENCLOSURE RELATED CONTENT TYPES

This example creates two related content types based on the Parent-Child link class (see page 3-5):

- One related content type named “Enclosed By” with a destination named “Enclosing Item.”
- One related content type named “Enclosure Of” with a destination named “Enclosed Item.”

To create the custom enclosure related content types, complete the following steps:

1. Log into the content server as an administrator.
2. Go to the Administration page of the content server, and click **Related Content Types**.

   The Related Content Types page is displayed (see page 3-14).
3. In the **Actions** dropdown menu, click **Add Related Content Type** to create the “Enclosed By” related content type.

   The Add Related Content Type page is displayed (see page 3-16).
4. Enter the name `Enclosed By` in the **Name** box.
5. Select the **Parent-Child** link class in the **Class** dropdown list.
6. Enter `Enclosing Item` in the **Destination** box.

7. Click **Add**.

   The new related content type is added to the Related Content Types page.

8. In the **Actions** dropdown menu, click **Add Related Content Type** to create the "Enclosure Of" link type.

   The Add Related Content Type page is displayed (see page 3-16).

9. Enter the name `Enclosure Of` in the **Name** box.

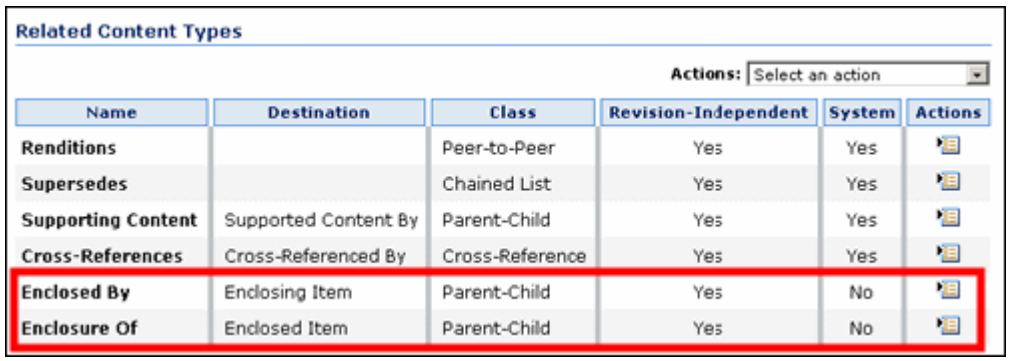
10. Select the **Parent-Child** link class in the **Class** dropdown list.

11. Enter `Enclosed Item` in the **Destination** box.

12. Click **Add**.

    The new related content type is added to the Related Content Types page.

Figure 3-21 Newly created custom link types in Related Content Types page

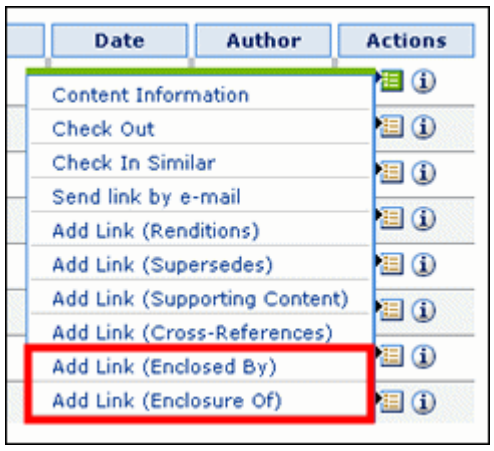


The custom related content types are now available to content consumers and contributors in the Links area of the content information page:

Figure 3-22 Enclosure links of content information page

In addition, the related content types are available for use by content consumers and contributors in the popup actions menu of the search results page:

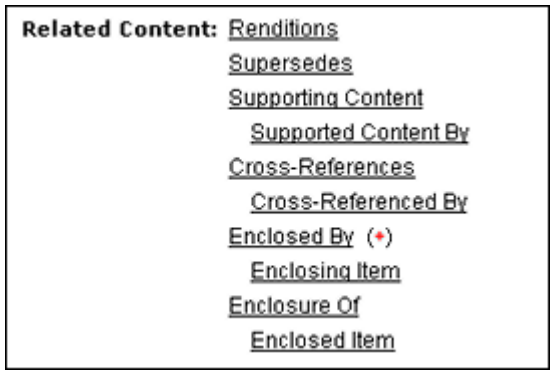
Figure 3-23 Enclosure links on search results page



For details on how to create links between related content items, refer to Linking to Existing Content Items (page 4-7) and Linking to New Content Items (page 4-8).

If content item links exist for a particular link type, a red plus symbol (+) is displayed after the related content type in the content information page, as shown in the figure below:

Figure 3-24 Related content links in the content information page



The above figure shows that the current content item has one or more enclosures. If you click the Enclosed By link, a list of the enclosed content items is displayed.

Chapter

4

WORKING WITH CONTENT LINKS

This section covers the following topics:

Concepts

- About Linking Content (page 4-2)
- Related Content Information on Content Information Pages (page 4-2)
- Related Content Pages (page 4-5)

Tasks

- Linking to Content Items (page 4-7)
  - Linking to Existing Content Items (page 4-7)
  - Linking to New Content Items (page 4-8)
- Viewing Related Content Items (page 4-9)
- Unlinking Content Items (page 4-10)

Examples

- Example: Creating a Renditions Link (page 4-11)
- Example: Creating a Supersedes Link (page 4-12)
- Example: Creating a One-Way Cross-Reference Link (page 4-13)
- Example: Creating a Reciprocal Cross-Reference Link (page 4-16)
- Example: Creating a Supporting Content Link (page 4-18)

ABOUT LINKING CONTENT

With the Related Content component installed, you can link content items to other content items in the content server to indicate interrelationships between them.

Note: You can create links between content only to which you have access. You cannot create links to content for which you do not have adequate access privileges.

Important: When a content item is deleted, all their associated links are removed, but not the associated content items.

Links establish a connection between related content items. There are two basic methods of creating links between content items:

- **Creating a link from one existing content item to another existing content item**
  If you create a link from a content item in the system to another, existing content item in the system, you use the search page during the linking process to access the existing content item and link to it. For details see Linking to Existing Content Items (page 4-7).
- **Creating a link from an existing content item to a new content item**
  If you add a link from a content item in the system to a new content item, you use the content check-in page during the linking process to create the new content item to which you are linking. For details see Linking to New Content Items (page 4-8).

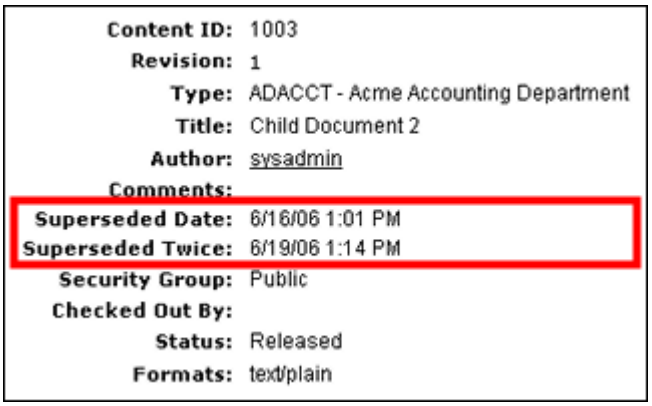
RELATED CONTENT INFORMATION ON CONTENT INFORMATION PAGES

With the Related Content component installed, a number of metadata fields and links are added to the content information pages.

Metadata Fields

The content information pages include two new metadata fields called **Superseded Date** and **Superseded Twice**:

Figure 4-1 Supersede date fields on content information page



These fields contain values only if the content item is part of a link relationship based on the predefined Supersedes related content type (see page 3-8). The superseded date is the date and time that the content item was immediately superseded by another item. The superseded twice date is the date and time that the item was superseded for a second time—that is, the item that superseded the original item is now superseded itself.

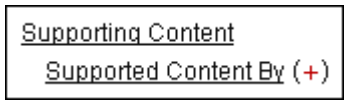
Links

The content information pages also include a Related Content section in the Links area, which contains links for each of the defined related content types (see chapter 3). Figure 4-2 below shows the links for the predefined related content types. If you defined your own types, these would be included in the list (below the predefined ones).

Figure 4-2 Related content links on content information page

If the current content item is part of a link relationship, then a red plus symbol (+) is shown following the link of the appropriate related content type(s), as shown in Figure 4-3:

Figure 4-3 Active related content link



If you click a link, a related content page is shown which lists all items that are currently linked to the content item using the selected related content type (see page 4-5). The default links are:

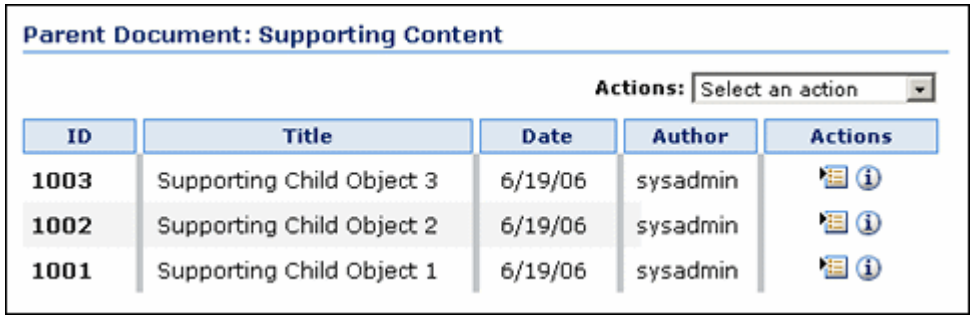
- **Renditions**—This link opens a related content page which lists all items that are linked to the current content item using the predefined Renditions related content type (see page 3-7).
- **Supersedes**—This link opens a related content page which lists all items that are linked to the current content item using the predefined Supersedes related content type (see page 3-8).
- **Supporting Content**—This link opens a related content page which lists all child items that are linked to the current content item using the predefined Supporting Content related content type (see page 3-10). The current content item is the parent in this link relationship.
- **Supported Content By**—This link opens a related content page which lists all parent items that are linked to the current content item using the predefined Supporting Content related content type (see page 3-10). The current content item is a child in this link relationship.
- **Cross-References**—This link opens a related content page which lists all target items that are linked to the current content item as the using the predefined Cross-References related content type (see page 3-12). The current content item is the source (originating item) of the cross-reference link.
- **Cross-Referenced By**—This link opens a related content page which lists all source items that are linked to the current content item as the using the predefined Cross-References related content type (see page 3-12). The current content item is the target of the cross-reference link.

RELATED CONTENT PAGES

A related content page for a content item lists all items that are currently linked to that content item. There are separate pages for each defined related content type.

Figure 4-4 below shows an example of a related content page, which displays a list of all items that are currently linked to a content item named “Parent Document” as supporting content.

Figure 4-4 Example of related content page for supporting content



The page title shows the title of the content item (“Parent Document” in the example above) followed by the related content type of the linked items shown on the page (the predefined “Supporting Content” type in this case).

Table 4-1 describes the various features on the related content pages.

Table 4-1 Related Content Types page features

Feature	Description
ID column	This column displays the content ID of each linked related content item.
Title column	This column displays the title of each linked related content item.
Date column	This column displays the release date of each linked related content item.
Author column	This column displays the author of each linked related content item.

Feature	Description
Actions icon ( )	If you click on this icon, a popup menu appears with the following options for the linked content item: ❖ **Content Information**—Choose this option to display the content information page of the linked related content item. ❖ **Unlink**—Choose this option to remove the link between the two content items (see page 4-10).
Info icon ( )	If you click on this icon, the content information page of the linked content item is displayed.
Action dropdown menu	The Action dropdown menu contains the following options: ❖ **Content Information**—Choose this option to display the content information page of the content item specified in the page title. ❖ **Link New Item**—Choose this option to establish a new link between the content item specified in the page title and a new content item (not yet checked into the content server; see page 4-8). ❖ **Link Existing Item**—Choose this option to establish a new link between the content item specified in the page title and an existing content item (already checked into the content server; see page 4-7).

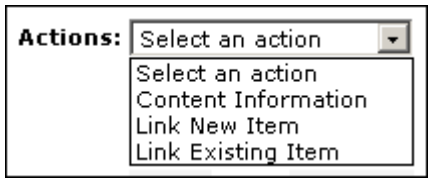
Note: If you installed the Related Content component on a computer running Records Manager or Retention Manager, additional link options may exist for all available (external) data sources.

LINKING TO CONTENT ITEMS

The Actions dropdown list on a related content page enables you to link a content item either to an existing content item (see page 4-7) or to a new content item (see page 4-8):

- **Link New Item**—Opens the content check-in page, which you can use to check in a new content item that is linked to an existing content item.
- **Link Existing Item**—Opens the content search page, which you can use to search for the existing content item(s) that you want to link to an existing content item.

Figure 4-5 Actions dropdown list on a related content page



Note: If you installed the Related Content component on a computer running Records Manager or Retention Manager, additional link options may exist for all available (external) data sources.

Linking to Existing Content Items

Use this procedure to link an existing content item to one or more other existing related content items in the content server:

1. Use the content server's search features to find the existing content item that you want to link to one or more other existing content items. For details on searching for content, refer to the *Stellent Content Server User Guide*.
2. On the search results page, click the actions icon ( ) for the content item that you want to link to another item.

   A popup menu is displayed.
3. Click the **Add Link** action for the link type that you want to make.

   The related content page for the selected link type is displayed (see page 4-5).
4. In the **Actions** dropdown menu of the related content page, click **Link Existing Item**.

   The advanced search page is displayed.

5. Search for the content item(s) that you want to link to.

   The search results page is displayed.

6. Select the content item(s) that you want to link to.

   You can link individual items by clicking the **Link** option in the actions popup menu ( ) of the item that you want to link to.

   If the link relationship is based on the Peer-to-Peer, Parent-Child, or Cross-Reference link class, you can also select multiple items at once by selecting their check boxes in the **Select** column and then clicking the **Link** option in the **Actions** dropdown menu to link all selected items at once.

Note: When creating a cross-reference link, you can create a bidirectional (two-way, or reciprocal) cross-reference link (**Link Reciprocal**) or a unidirectional (one-way) link (**Link**).

Note: If the content item that you are linking from is included in the search results, its check box is grayed out since you cannot link a content item to itself.

The related content page for the type of link that you created for the content item is displayed, which now includes the content item(s) to which the link was established.

Linking to New Content Items

Use this procedure to link an existing content item to a new related content item:

1. Use the content server's search features to find the existing content item that you want to link to a new content item (not yet checked into the content server). For details on searching for content, refer to the *Stellent Content Server User Guide*.
2. On the search results page, click the actions icon ( ) for the content item that you want to link to another item.

   A popup menu is displayed.

3. Click the **Add Link** action for the link type that you want to make.

   The related content page for the selected link type is displayed (see page 4-5).

4. In the **Actions** dropdown menu of the related content page, click **Link New Item**.

   The content check-in page is displayed. For details on checking in content, refer to the *Stellent Content Server User Guide*.

5. Check in the new content item to which you want to link.

The check-in confirmation page for the new content item is displayed. To see the new link, click the **Content Info** link to display the item's content information page. There will be red plus symbol (+) in the Related Content area for the applicable link relationship. If you click the associated hyperlink, a related content page for the content item is displayed, listing all items that the current content item is linked to using the specified link relationship (see page 4-5).

VIEWING RELATED CONTENT ITEMS

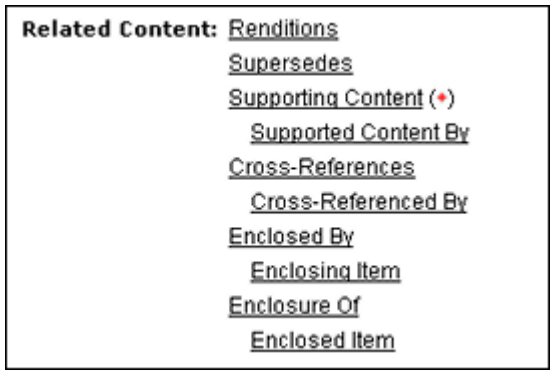
Use this procedure to view all related content items that are linked to a specific content item:

1. Use the content server's search features to find the content item whose linked items you want to see. For details on searching for content, refer to the *Stellent Content Server User Guide*.
2. On the search results page, open the content information page of the item whose linked items you want to see.

   The content information page of the content item is displayed (see page 4-2).
3. The **Links** area of the content information page provides links for each defined related content type.

   If related content links exist for a particular content item, a red plus symbol (+) is displayed after the associated link relationship, as shown in Figure 4-6:

Figure 4-6 Existing links on content information page



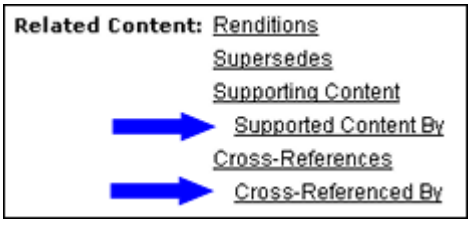
4. Click any of the hyperlinks to display its associated related content page (see page 4-5), which lists all items linked to the current content item using the selected link relationship.

UNLINKING CONTENT ITEMS

Use this procedure to remove a link between linked content items.

To unlink *destination links* (such as Cross-Referenced By or Supported Content By), you must remove the link from the related content page of the *originating* content item. The destination links are the links that appear indented in the Related Content section of the content information page.

Figure 4-7 Destination links



To unlink a content item, complete the following steps:

1. Use the content server's search features to find the content item that you want to unlink. For details on searching for content, refer to the *Stellent Content Server User Guide*.
2. On the search results page, open the content information page of the item that you want to unlink.

   The content information page of the content item is displayed (see page 4-2).
3. The Related Content area of the content information page contains link information for the content item. Existing links are indicated by a red plus symbol (+) after the associated related content type. Click on the appropriate link type to open its associated related content page (see page 4-5)
4. Select the content item(s) that you want to unlink.

   You can unlink individual items by clicking the **Unlink** option in the actions popup menu ( ) of the item that you want to unlink.

   If the link relationship is based on the Peer-to-Peer, Parent-Child, or Cross-Reference link class, you can also select multiple items at once by selecting their check boxes in the **Select** column and then clicking the **Unlink** option in the **Actions** dropdown menu to unlink all selected items at once.

Note: When unlinking a bidirectional (reciprocal) cross-reference link, you may choose to remove the link both ways (**Unlink Reciprocal**) or just one way (**Unlink**). If you choose the latter, the link turns into a unidirectional (one-way) link.

You are prompted to confirm the action.

5. Click **OK**.

   The related content page is updated and no longer includes the formerly linked content item(s).

EXAMPLE: CREATING A RENDITIONS LINK

This example creates rendition links from a content item to a number of other new content items (not yet checked into the content server). The example first checks in a master graphics file called "Master PSD" and then checks in renditions, or different graphics formats, of the same file (GIF, JPEG, and TIFF) as rendition links to the master PSD file.

It is probably most convenient to link just after checking in a content item, since you do not have to search or browse for the content item for which you want to create links. You can quickly access the Content Info link from the check-in conformation page.

1. Check in a content item called "Master PSD." Immediately after checking in the new content item, click the **Content Info** link on the check-in confirmation page.
2. In the Links area of the content information page, click **Renditions**.

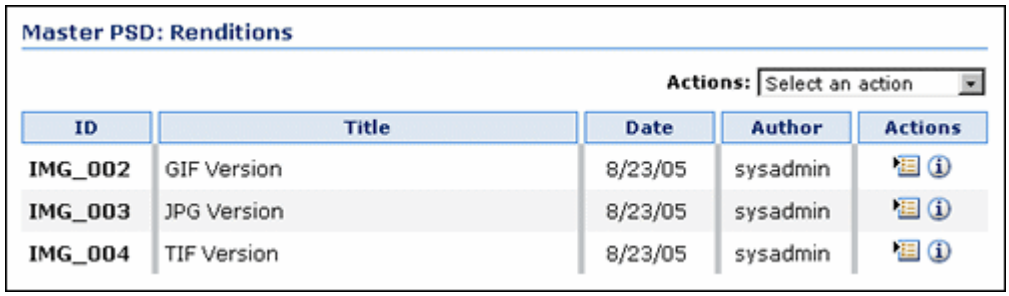
   The Renditions related content page for the content item is displayed, and is initially blank for the new and unlinked content item.
3. In the Actions dropdown menu, click **Link New Item**.

   The content check-in form is displayed.
4. Check in a content item called "GIF Version." For details on checking in content, refer to the *Stellent Content Server User Guide*.

   After you click **Check In**, the check-in confirmation page is displayed.
5. Repeat linking and checking in versions called "JPG Version" and "TIF Version."

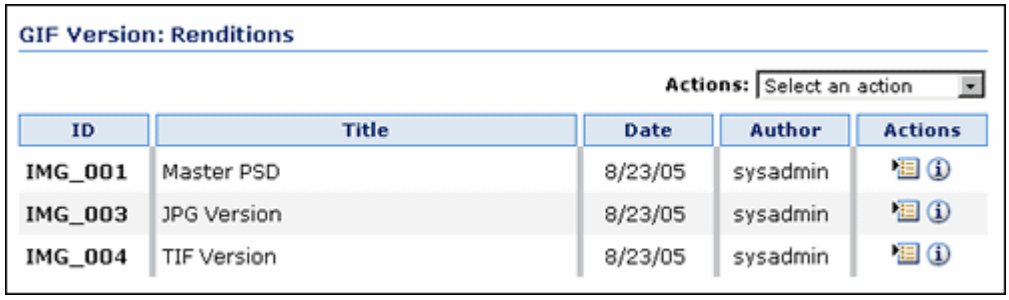
   After checking in all files, go to the content information page of the content item called "Master PSD, " and click on the **Renditions** link in the Related Content section. This link will have a red plus symbol (+) to indicate there is linked content in this link relationship.

Figure 4-8 Renditions related content page: Master PSD



The Renditions related content page for the other content items also includes the linked items, for example:

Figure 4-9 Renditions related content page: GIF



EXAMPLE: CREATING A SUPERSEDES LINK

This example creates a superseded link, where recovery procedures are superseded by an updated version of that document, which is checked in as a new, separate content item. To step through this example, first create a content item called "Recovery Procedures 1.0," and check it into the content server. Then, complete the following steps:

1. Search for the content item called "Recovery Procedures 1.0."
2. On the search results page, click the actions icon ( ) for "Recovery Procedures 1.0," and click **Add Link (Supersedes)** from the popup menu.

   The related content page for "Recovery Procedures 1.0" is displayed (see page 4-5).
3. In the Actions dropdown menu, click **Link New Item**.

   The content check-in form is displayed.
4. Check in a content item called "Recovery Procedures 2.0." For details on checking in content, refer to the *Stellent Content Server User Guide*.

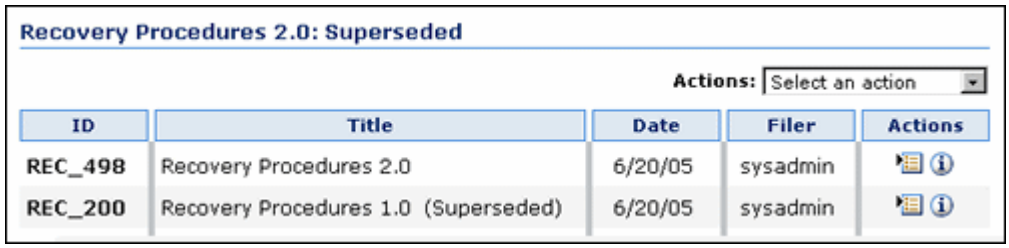
After you click **Check In**, the check-in confirmation page is displayed.

5. Click **Content Info** to display the content information page of the newly checked-in document.
6. On the content information page, click the **Supersedes** link in the Related Content section. This link will have a red plus symbol (+) after it to indicate content is linked to the current content item using this link relationship.

   The related content page for "Recovery Procedures 2.0" is displayed (see page 4-5).

The currently valid content item ("Recovery Procedures 2.0") is at the top of the list of linked items. The superseded item ("Recovery Procedure 1.0") is below the current item, and the word "Superseded" is added in parentheses after the item to indicate its superseded status.

Figure 4-10 Superseded links



EXAMPLE: CREATING A ONE-WAY CROSS-REFERENCE LINK

This example creates a one-way cross-reference link, which means that a content item points to another content item but not vice versa. A content item called "Recovery Procedures 2.0" is cross-referencing a content item called "System Backup".

The example creates a one-way cross-reference between existing content items. First you search for the content item for which you want to create links, and then you search for the content item that you want to link to. The existing content item "Recovery Procedures 2.0" is linked to an existing content item called "System Backup." For the purposes of trying this example, you can create two content items with these titles and then search for the content items.

1. Make sure two content items called "Recovery Procedures 2.0" and "System Backup" are checked into the content server.

2. Search for the content item entitled “Recovery Procedures 2.0” (the content item you want to link from).
3. On the search results page, click the actions icon ( ) for “Recovery Procedures 2.0,” and click **Add Link (Cross-References)** from the popup menu.

   The related content page for “Recovery Procedures 2.0” is displayed (see page 4-5).
4. In the Actions dropdown menu, click **Link Existing Item**.

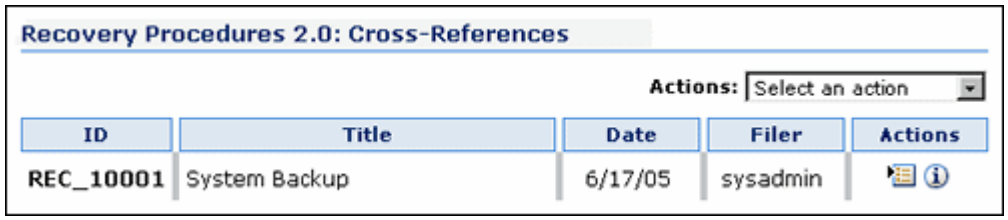
   The advanced search page is displayed.
5. Search for the content item entitled “System Backup” (the content item you want to link to).

   The search results page is displayed.
6. On the search results page, click the **Link** option in the actions popup menu ( ) of the content item entitled “System Backup.”

Note: If you wanted to link multiple items, you could also select their check boxes in the **Select** column and then click the **Link** option in the **Actions** dropdown menu to link all selected items at once.

The content items are linked, and the Cross-References related content page is displayed again with the newly linked content item (“System Backup”), as shown in Figure 4-11.

Figure 4-11 Cross-References page

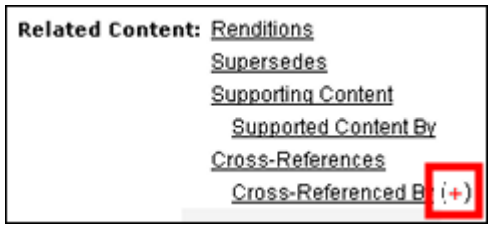


Important: Notice that you can unlink the cross-reference from this page, since this item was the originating (source) item in the cross-reference link.

7. Now click the info icon ( ) for the cross-referenced content item “System Backup” to open the content information page of that item. Scroll down to the Links area.

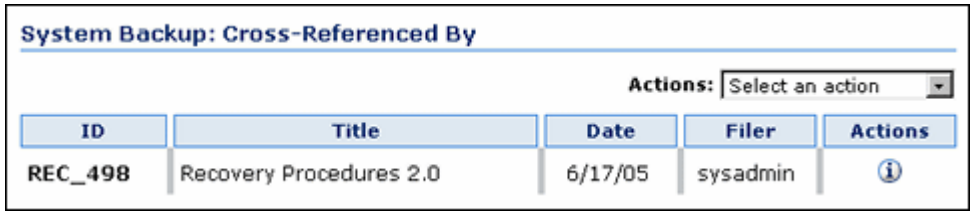
   The Cross-Referenced By link now has a red plus symbol (+) to indicate that the “System Backup” item is cross-referenced by the “Recovery Procedures 2.0” item.

Figure 4-12 Red plus symbol after Cross-Referenced By link



8. Click the Cross-Referenced By link. The cross-reference related content page for the content item “System Backup” item is displayed.

Figure 4-13 Cross-Referenced By page

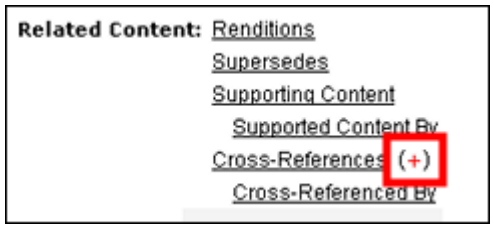


Important: Notice that you cannot perform any action from this Cross-Referenced By related content page with the exception of accessing the content information page. This is because “System Backup” is the *target* of the cross-reference. You must unlink the cross-reference from the *originating* cross-reference related content page (“Recovery Procedures 2.0”).

9. Now click the info icon ( ) for the cross-referenced content item “Recovery Procedures 2.0” to open the content information page of that item. Scroll down to the Links area.

   The Cross-Referenced By link now has a red plus symbol (+) to indicate that the “Recovery Procedures 2.0” item is cross-referencing the “System Backup” item.

Figure 4-14 Plus sign after Cross-References link



EXAMPLE: CREATING A RECIPROCAL CROSS-REFERENCE LINK

This example creates a two-way cross-reference link, which means that the linked content items point to each other. A content item called “Disaster Recovery Procedures 2.0” is cross-referencing a content item called “System Backup”, and vice versa.

The example creates a two-way (reciprocal) cross-reference between existing content items. First you search for the content item for which you want to create links, and then you search for the content item that you want to link to. The existing content item “Disaster Recovery Procedures 2.0” is linked to an existing content item called “System Backup,” and vice versa. For the purposes of trying this example, you can create two content items with these titles and then search for the content items.

Note: If you created links for the one-way cross-reference example (see page 4-13), unlink the content items before proceeding with this example to view the same results as demonstrated for this example.

1. Make sure two content items called “Disaster Recovery Procedures 2.0” and “System Backup” are checked into the content server.
2. Search for the content item entitled “Disaster Recovery Procedures 2.0” (the content item you want to link from).
3. On the search results page, click the actions icon ( ) for “Recovery Procedures 2.0,” and click **Add Link (Cross-References)** from the popup menu.

   The related content page for “Recovery Procedures 2.0” is displayed (see page 4-5).
4. In the Actions dropdown menu, click **Link Existing Item**.

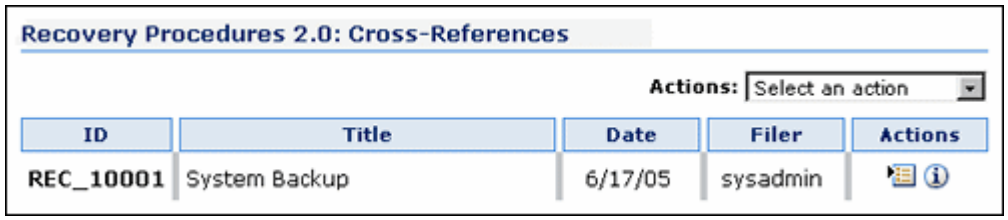
   The advanced search page is displayed.
5. Search for the content item entitled “System Backup” (the content item you want to link to).

   The search results page is displayed.
6. On the search results page, click the **Link Reciprocal** option in the actions popup menu ( ) of the content item entitled “System Backup.”

Note: If you wanted to link multiple items, you could also select their check boxes in the **Select** column and then click the **Link Reciprocal** option in the **Actions** dropdown menu to link all selected items at once.

The content items are linked, and the Cross-References related content page is displayed again with the newly linked content item (“System Backup”), as shown in Figure 4-11.

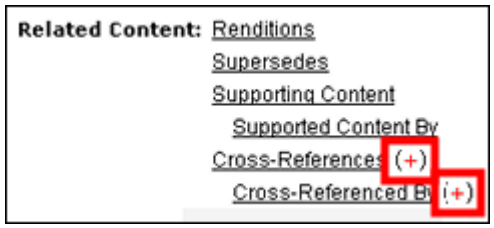
Figure 4-15 Cross-References page



7. Now click the info icon (ⓘ) for the cross-referenced content item “System Backup” to open the content information page of that item. Scroll down to the Links area.

   Both the Cross-References and Cross-Referenced By links now have red plus symbols (+) to indicate that the “System Backup” item is both cross-referenced by the “Recovery Procedures 2.0” item and cross-referencing it itself. In other words, the cross-reference link goes both ways (it is reciprocal).

Figure 4-16 Red plus symbol after Cross-References and Cross-Referenced By links

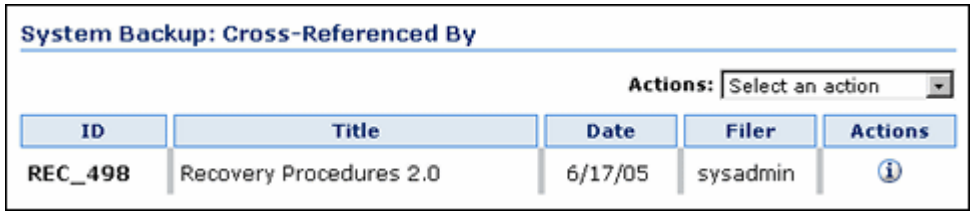


Note: The Related Content section of the content information page for “Recovery Procedures 2.0” also has a red plus symbol (+) after each of the cross-reference links.

8. Click the Cross-Referenced By link.

   The Cross-Referenced By links page is displayed for the content item.

Figure 4-17 Cross-Referenced By page



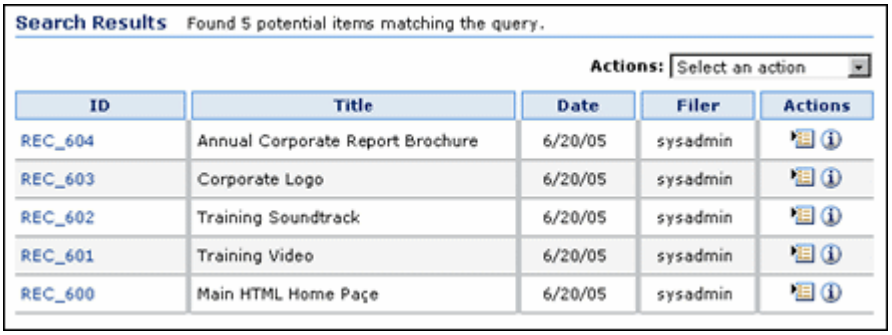
Important: Notice that you cannot perform any action from this Cross-Referenced By related content page with the exception of accessing the content information page. This is because “System Backup” is the *target* of the cross-reference. You must unlink the cross-reference from the *originating* cross-reference related content page (“Recovery Procedures 2.0”).

Note: When unlinking a two-way cross-reference, you may choose to remove the link both ways (“Unlink Reciprocal”) or just one way (“Unlink”) If you choose the latter, the link turns into a unidirectional (one-way) link.

EXAMPLE: CREATING A SUPPORTING CONTENT LINK

This example creates supporting content links between existing content items. The parent content item “Main HTML Home Page” has supporting content of the child content items “Corporate Logo,” “Training Video,” and “Training Soundtrack.” The child content item “Corporate Logo” also is used in several other places, including the parent content item “Annual Corporate Report Brochure.”

Figure 4-18 Supporting content on search results page



1. Make sure all content items mentioned above are checked into the content server.
2. Search for the content item entitled “Main HTML Home Page” (the parent content item you want to link from).
3. On the search results page, click the actions icon ( ) for “Main HTML Home Page,” and click **Add Link (Supporting Content)** from the popup menu.

   The related content page for “Main HTML Home Page” is displayed (see page 4-5).
4. In the Actions dropdown menu, click **Link Existing Item**.

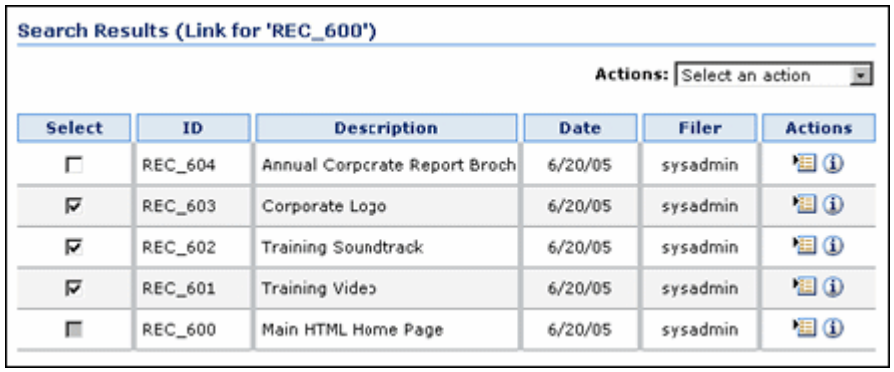
   The advanced search page is displayed.

5. Search for the content items you want to link as supporting content.

   The search results page is displayed.

6. On the search results page, select each of the items to be linked as supported content by clicking their check box in the **Select** column.

Figure 4-19 Supporting content selected on search results page

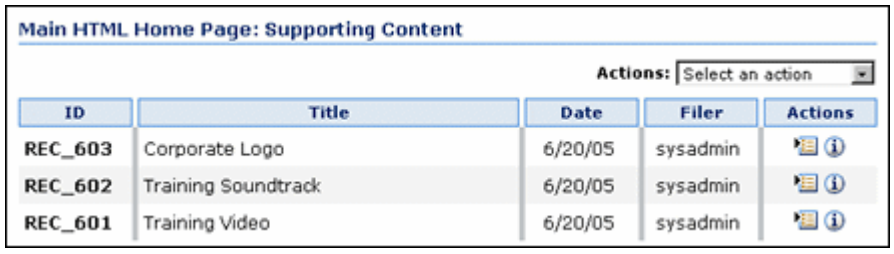


Note: The check box of the "Main HTML Home Page" items is grayed out, since you cannot link to an item itself.

7. In the **Actions** dropdown menu, click **Link**.

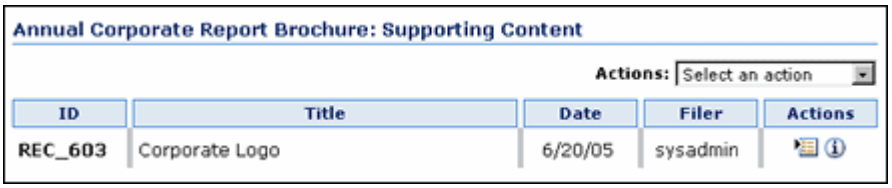
   The Supporting Content page for the content item is displayed again, listing the content items which are now linked.

Figure 4-20 Supporting content for "Main HTML Home Page"



8. Repeat the supporting link process for the parent content item "Annual Corporate Report Brochure" and link it to the child content item "Corporate Logo," as shown below.

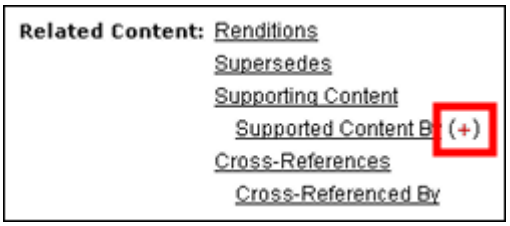
Figure 4-21 Supporting content for “Annual Corporate Report Brochure”



9. Now click the info icon ( ) for the content item “Corporate Logo” to open its content information page. Scroll down to the Links area.

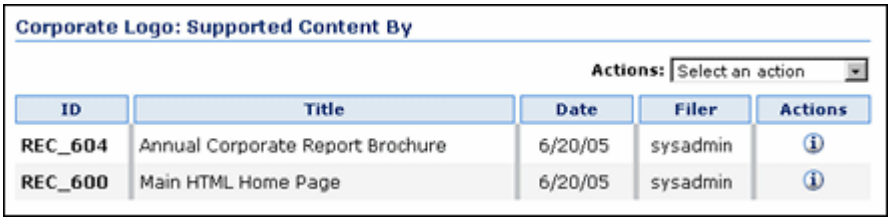
   The Supported Content By link indicates there are links present, since it is followed by a red plus symbol (+).

Figure 4-22 Supported Content By link on content information page



10. Click the Supported Content By link to display the related content page for the child content item. The page lists all parent content items that the child content item supports. The child content item “Corporate Logo” has multiple parents:

Figure 4-23 Parent items of supporting content



Chapter

5

UNINSTALLING THE RELATED CONTENT COMPONENT

UNINSTALLING THE SOFTWARE

To uninstall the Related Content component, complete the following steps:

1. Log into the content server as an administrator.
2. Go to the Administration page of the content server, and click **Admin Server**.

   The Administration for Servers page is displayed.
3. Click on the button for the content server instance that you want to uninstall the component from.

   The options and status page of the selected content server instance is displayed.
4. Click **Component Manager** in the menu on the left.

   The Component Manager page is displayed.
5. Select **Related Content** in the list of enabled components (left box), and use the Disable button to move it to the list of disabled components (right box).
6. Restart the content server.
7. Return to the Component Manager page.
8. Select **Related Content** from the dropdown list next to the Uninstall Component field, and click **Uninstall**.

9. You are prompted to confirm the uninstallation action. Click **OK**.

   The component is uninstalled.

10. At the end of the uninstallation process, a page is displayed stating that the component was successfully uninstalled. You are also given the option to return to the Component Manager page.

11. Restart the content server.

Note: Uninstalling a component means that the content server no longer recognizes the component, but the component files are not deleted from the file system.

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